

DIVISION OF HEALTH SERVICES REGULATION  
BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS

3 CAPITOL HILL  
CONFERENCE ROOM 104  
PROVIDENCE, RHODE ISLAND

Tuesday, November 22, 2016  
3:15 PM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

John Gage, Chairperson  
Stephanie, Igoe  
Simone Lacroix  
Dr. Aman Nanda

STAFF MEMBERS IN ATTENDANCE

Arlene Hartwell, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Board of Examiners for Nursing Home Administrators was held on Tuesday, November 22, 2016 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 3:19 PM on a motion by John Gage and seconded by Stephanie Igoe. Motion carried.

2. Presentation of the July 21, 2016 Open Session Meeting Minutes

Motion was made by John Gage and seconded by Dr. Nanda to accept the Open Session minutes of July 21, 2016. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

- Arlene introduced herself to board members and requested updated contact information

4. New Business

- Web File Repository
  - i. The board will be provided access to the Web File Repository between this meeting and next. Paper copies will be available at the next meeting to allow board to become accustomed to utilizing the data base.

5. Motion to adjourn to Closed Session

Motion was made by John Gage and seconded by Dr. Nanda to adjourn to Closed Session at 3:30 PM. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-

46-4 and 42-46-5(a) (4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

6. Motion to return to Open Session

Motion was made by Dr. Nanda and seconded by Simone Lacroix at 4:26 PM to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

7. Final Actions on all votes taken in Closed Session

- The board proposed action on 2 cases.

8. Adjournment

The next Board of Examiners for Nursing Home Administrators meeting will be held Tuesday, January 31, 2017 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Dr. Nanda and seconded by Stephanie Igoe to adjourn at 4:30 PM. Motion carried.

Respectfully submitted,



Arlene Hartwell  
Board Manager  
Center for Professional Boards and Commissions